

WELLSBORO AREA SCHOOL DISTRICT
Board of Education Meeting
November 12, 2019

- I. Call to Order by Acting President Chris Gastrock at 6:30pm in the Old Music Room Administration Office, 227 Nichols Street, Wellsboro, PA

Acting President Chris Gastrock requested a moment of silence to Honor our Veterans

- II. Acting President Gastrock led the Pledge of Allegiance

- III. Roll Call of Members: Chris Gastrock, Tracy Doughtie, Matthew Fei, Wayne Hackett, John Hoover, Susan Judlin by phone, David Messineo by phone. Absent were Kacy Hagan and LaRue Reese.

Present were the following: Dr. Brenda Freeman, Superintendent; Bonnie Thompson, Business Manager/ Board Secretary; Steve Adams, Elementary School Principal; Jeremy Byrd, High School Assistant Principal; Benjamin Miller, Middle School Assistant Principal; Dr. Liz Barnhart, Special Education Supervisor.

Visitors Present: Jillian Mickey Don Gill Student Representative, Carys Barlett, Middle School Student Representative, Lucia Mignano, High School Student Representative; April Shaw, Megan Mickey, Carly Clark, Katie and James Morgan, Cathryn Brought, Courtney Barlett, Jess Witmer, Neva Miller, Denise Route, Levi Root,

- IV. Announcement of any Executive Sessions – Tuesday, November 12, 2019 5:45 PM for the purpose of Personnel in Conference Room, Administration Office; Tuesday, November 12, 2019 at 7:45 PM for the purpose of Personnel in Old Music Room

- V. Concerned Resident Issues – None

- VI. Approval of Agenda – A motion was made by Matt Feil to amend the agenda and to add motion under Consent Other 4.C. -consideration for approval to reinstate the District wrestling program without financial obligation. Seconded by John Hoover to amend the agenda. The motion passed by unanimous voice vote.

- VII. Board Minutes/Financials – A motion was made by Matt Feil, seconded by Wayne Hackett to approve The Board Minutes/Financials as presented:

*A. Minutes of Previous Meetings

Work Session of October 1, 2019

*B. Financial Reports

Board Summary October 2019

*C. Approval of Bills

2019-20 General Fund October 2019 Invoices

2019-20 School Lunch October 2019 Fund Invoices

2019-20 Capital Reserve October 2019 Fund Invoices

2019-20 Student Activity September 2019 Fund Invoices

2019-20 Student Activity October 2019 Fund Invoices

The motion passed by unanimous voice vote.

- VIII. Public Comment on Title I and other Federal Programs - None

WELLSBORO AREA SCHOOL DISTRICT
Board of Education Meeting
November 12, 2019

- IX. A. Reports (Policy #006.5)
1. Student Representatives
 2. Superintendent
 - Student of the Month Recognition- Elementary-Evelyn Morgan
Middle School-Aaron Kirk
High School- Tyler Fletcher
 - Presentation of PSBA Certificate of Appreciation and Gift to Chris Gastrock for 8 years of service;
 - Presentation of PSBA Certificate of Appreciation to Wayne Hackett for 12 years of service
 - Update to Safety Grant- the District's FCC license was approved for the bus radio communication system and the district will be purchasing Lobby Guard as a security point in the entrance way of each school building.
 - Schools did a wonderful job with their Veteran's Program
 3. Business Manager- Auditors will attend December board meeting to provide report to Board on 2018-19 school year.
 4. Administrators
 5. Board Members

X. **CONSENT ITEMS**

A motion was made by Matt Feil, seconded by Tracy Doughtie to approve the consent items as follows:

1. **ADMINISTRATION AND ORGANIZATION**

*A. Approval of Revised WASD Facilities Use Request

Consideration of approval for the revised WASD Facilities Use Request form as presented.

*B. Budgetary Transfers for School Year 2019-2020

Consideration of approval for the budgetary transfers for school year 2019-2020 as presented.

*C. Approval of Allowable Meal Expenses and Lodging Expenses for School Year 2019-2020

Consideration of approval of Allowable Meal Expenses and Lodging Expenses for School Year 2019-2020 as presented.

2. **PERSONNEL**

A. Extra-Curricular Volunteer Appointments for School Year 2019-2020

Consideration of approval for the extra-curricular volunteer appointment of

1. Hannah Smith, Volunteer Rock L. Butler Middle School Softball Assistant Coach, effective March 2 – June 12, 2020;
2. Michael Buckwalter, Volunteer Wrestling Coach;
3. Simone Lichty, Volunteer High School Girls Basketball Assistant Coach, effective November 18, 2019 – March 21, 2020;

*B. Conference Requests:

Consideration of approval for the following conference requests:

1. Laura Kozuhowski High School Art Teacher, and Sharon Hazelton-Mohr, High School Social Studies Teacher, to attend "Red Flag Issues" conducted at Mansfield University on October 8, November 5, 2019; February 18 and March 24, 2020 (held in early evening) (approximate costs of \$80.00)
2. Daren Bryant, Director of Buildings & Grounds, to attend "Facilities/Safety Annual Conference" held at Grantville, PA on October 23-25, 2019 (approximate costs of \$534 to be paid from Building Budget)

WELLSBORO AREA SCHOOL DISTRICT
Board of Education Meeting
November 12, 2019

3. Daren Bryant, Director of Buildings & Grounds, to attend "65th PASBO Annual Facilities Conference 2020" in Pittsburgh, PA on March 17-20, 2020; (approximate costs of mileage of \$239.84; lodging - \$531; registration - \$329 or a total of \$1,139.84)
4. Heather Steinbacher, High School Spanish Teacher and Sharon Hazelton-Mohr, High School Social Studies Teacher, to attend "Renaissance Education: Changing the Culture of Our Schools", Milton, PA on November 13, 2019; (approximate costs of substitutes: \$200; conference is free)
5. Dr. Ben Largey, School Psychologist, to attend "CaolaCon2020-Capital Area Online Learning Association Conference" in Atlantic City, New Jersey on March 10 & 11, 2020 (approximate costs of travel: \$337; conference, lodging, meals and registration are free)
6. Tanya Harmon, High School Guidance Counselor, Jill Gastrock, High School English Teacher, Jessica Webster, High School Biology/General Science Teacher, Dan Long, High School Math Teacher and Sharon Hazelton-Mohr, to attend Career Readiness Boot Camp" in Williamsport, PA on October 29, 2019 (approximate costs of travel: \$63.80; District receives stipend to cover substitute costs)
7. Kristopher Davis, Elementary Teacher, to attend "Motivating & Managing Hard to Reach, Uninterested and Disruptive Students Conference", Binghamton, NY on December 10, 2019 (approximate costs of travel: \$79.46; Meals - \$15.00; registration; \$245; substitute costs \$135 or total of \$474.46)
8. Marcia Smith, Elementary Special Education Teacher, to attend "QBS Train the Trainer Recertification" in Smethport, PA on November 21, 2019; (approximate costs of registration - \$425; substitute cost of \$135 or total of \$560)
9. Candy Lewis, Middle School Special Education Teacher, to attend "QBS Train the Trainer Recertification" in Smethport, PA on November 21, 2019; (approximate costs of travel-\$71.92; Registration - \$425; substitute costs of \$135 or a total of \$631.92)

*C. Support Staff Resignations

Consideration of approval to accept letters of resignation from:

1. JoAnn Osgood, full-time High School Special Education Instructional Aide, effective October 21, 2019.
2. Kirsten Tellgren, part-time Rock L. Butler Middle School Librarian Aide, effective November 1, 2019.

*D. Extra-Curricular Resignations

Consideration of approval to accept letters of resignation from:

1. Ed Weaver, AV Coordinator, effective November 1, 2019.

*E. Resignation Due to Retirement

Consideration of approval to accept letter of resignation due to retirement, with regret, from Margaret A. Ball, Rock L. Butler Middle School Social Studies Teacher, effective January 2, 2020.

F. Approval of Support Staff Transfers

Consideration of the following WESPA (Wellsboro Education Support Professionals Association) transfers:

1. Gladys "Pip" Burrous, **from** part-time (5 hrs. per day/9 months) Rock L. Butler Middle School Special Education Instructional Aide **to** part-time (5 hrs. per day/9 months) Middle School Librarian Aide, effective November 13, 2019 at her present rate of pay of \$10.00 per hour.
2. Neva Miller, **from** full-time (7 hrs. per day/9 months) Rock L. Butler Middle School Special Educational Instructional Aide **to** High School Special Education Instructional Aide, effective November 13, 2019 at her present rate of pay of \$17.54 per hour.

WELLSBORO AREA SCHOOL DISTRICT
Board of Education Meeting
November 12, 2019

3. STUDENT

*A. Request to Establish Student Activity Account

Consideration of approval to establish "Wellsboro Aviation", a new account created to prepare the next generation of leaders and innovators in aviation and aerospace with the knowledge and skills to revolutionize their future global communities. There will be fundraising activities (selling items related to aviation). Jodi Niver, High School Social Studies Teacher, and Tiffany Getty, High School Chemistry Teacher, will be the advisors.

*B. Overnight Field Trip Requests

Consideration of approval for the following overnight field trip request:

1. James Mack, High School Culinary Teacher, and Sayward Mack, High School Special Education Teacher, to take Culinary Travel Club (number of student to be determined later) to Northern Italy in June 2021 to help students gain new perspectives and build skills for the future through experiential learning.

4. OTHER

A. Approval of School Bus Driver

Consideration of approval for the following school bus driver:

1. Audrey S. Brown, for Correll Student Transport;

B. Additions to 2019-2020 Substitute List

Consideration of approval for the additions to the 2019-2020 WASD Substitute List as presented.

C. Reinstatement of WASD Wrestling Program

Consideration of approval to reinstate the WASD Wrestling Program without financial obligation.

Roll call vote. All votes were affirmative.

XI. ACTION ITEMS

1. ADMINISTRATION AND ORGANIZATION

- *A. Quad 3 Architecture Engineering Environmental Services Proposal – A motion was made by Matt Feil, seconded by Tracy Doughtie for approval of Outline of Services and Fee for Additional Development of a Preliminary Project Program and modification of Conceptual Floor Plan "A" for creating a Middle School/High School Campus submitted by Quad 3 Architecture Engineering Environmental Services in the amount of Two Thousand Five Hundred Dollars and no/100 (\$2,500) plus reimbursable printing expenses.

Roll call vote. All votes were affirmative.

- B. Approval of Receipt of Private Monies in School Year 2019-20- A motion was made by Matt Feil, seconded by Wayne Hackett for approval of the following private monies received by Wellsboro Area School District in School Year 2019-20:

1. Donation from Wellsboro Area Education Foundation in the amount of \$281.98 for Virtual Reality Equipment;
2. Donation of one (1) Rowing machine valued at \$800 and one (1) Stationery Bike, valued at \$700 from Mike and Teresa Capuzzo;

Roll call vote. All votes were affirmative.

WELLSBORO AREA SCHOOL DISTRICT
Board of Education Meeting
November 12, 2019

C. Approval for Funding – A motion was made by Matt Feil, seconded by Tracy Doughtie for approval for the funding of transportation (van and fuel) in the amount of \$609 for the students traveling to Indianapolis, IN competing in the National Forestry Competition after competing in and winning at the state level. The students will receive partial funding for the trip from the PAFFA (Pennsylvania Future Farmers of America) Foundation.

Roll call vote. All votes were affirmative.

*D. Approval of Lezzer Door Company for Replacement of Administration Office Door- A motion was made by Matt Feil, seconded by Tracy Doughtie for approval to use Capital Reserve funds for the installation of Door "F" at the Administration Office Building to be installed by Lezzer Door Company in the amount of \$27,425

Roll call vote. All votes were affirmative.

*E. Approval of AAT Sports for Javelin Runway Surfacing – A motion was made by Matt Feil, seconded by John Hoover for approval to use Capital Reserve Funds for the installation of the Javelin Runway Surfacing by ATT Sports, Inc. in the amount of \$34,090 in the 2020 early spring.

Roll call vote. All votes were affirmative.

*F. WASD Contracts for the Transportation of School Pupils – A motion was made by Mat Feil, seconded By Tracy Doughtie for approval for the WASD Bus Contract terms (4 year), effective July 1, 2020.

Roll call vote. All votes were affirmative.

2. **PERSONNEL**

A. Extra-Curricular Hires- A motion was made by Matt Feil, seconded by Tracy Doughtie for approval for the following extra-curricular hires for school year 2019-2020:

1. Sharon Zuchowski, High School Girls Volleyball Head Coach, effective August 12 – November 16, 2019 for a stipend of \$3,904.9
2. Sharon Zuchowski, High School Girls Volleyball Assistant Coach, effective August 12 – November 16, 2019 for a stipend of \$2,399;
3. Jennifer Sporer as Odyssey of the Mind Coordinator (elementary) for a stipend of \$800;
4. Amber Whitney as Odyssey of the Mind Coordinator (high school); for a stipend of \$800;
5. Scott Burrous as High School Girls Soccer Head Coach, effective August 12 – November `6, 2019 for a stipend of \$3,676.07;
6. Jorge Taboada as High School Girls Soccer Assistant Coach, effective August 12-November 16, 2019 for a stipend of \$2,504.96.
7. Matthew Hildebrand, as High School Football Head Coach, effective August 5 – December 8, 2019 for a stipend of \$5,873.01;
8. Nathan Babcock, as High School Football Assistant Coach, effective August 5 – December 8, 2019 for a stipend of \$3,735.37;
9. John Johnston, as High School Football Assistant Coach, effective August 5 – December 8, 2019 for a stipend of \$3,875.01;

WELLSBORO AREA SCHOOL DISTRICT
Board of Education Meeting
November 12, 2019

10. Stephen Macensky, High School Golf Head Coach, effective August 12 – October 23, 2019 for a stipend of \$2,194.93;
11. Joanne Boyd, as High School Basketball Cheerleading Coach, at a stipend of \$1,147.42;
12. Joanne Boyd, as High School Football Cheerleading Coach, at a stipend of \$1,147.42;
13. Rachel Boyd, Middle School Football Cheerleading Coach, at a stipend of \$704.52;
14. Rachel Boyd, Middle School Basketball Cheerleading Coach, at a stipend of \$704.52;
15. Darrell Morris, Middle School Girls Basketball Head Coach, effective November 18, 2019 – March 21, 2020 at a stipend of \$4,023.20;
16. Kristen West, Middle School Girls Basketball Assistant Coach, effective November 18, 2019 - March 21, 2020 at a stipend of \$2,504.16;
17. Shane Mascho, Middle School Football Head Coach, effective August 5 – December 8, 2019 for a stipend of \$3,557.75;
18. Chris Reese, Middle School Football Assistant Coach, effective August 5 – December 8, 2019 for a stipend of \$2,291.95;
19. Michelle McNett, Middle School Volleyball Head Coach, effective August 12 – November 16, 2019 for a stipend of \$2,257.70;
20. Jacob Rogers, Middle School Volleyball Assistant Coach, effective August 12-November 16, 2019 for a stipend of \$1,439;
21. Isaac Cary, Middle School Football Assistant Coach, effective August 5-December 8, 2019 for a stipend of \$2,052.19.
22. John DeLeonardis, Strength & Conditioning Coach, effective September 1, 2019 – June 30, 2020 for a stipend of \$6,108.77;
23. Daniel Sensenig, High School Fall Marching Band Director, for a stipend of \$3,607;
24. Todd Fitch, High School Boys Soccer Head Coach, effective August 12 – November 13, 2019 for a stipend of \$3,818.83;
25. John Weiner, Middle School Cross Country Boys & Girls Head Coach, effective August 12 – November 2, 2019 for a stipend of \$2,661;

Roll call vote. All votes were affirmative.

- B. Approval of Memorandum of Understanding for the Appointment of Acting High School Principal for School Year 2019-2020 – A motion was made by Matt Feil, seconded by Tracy Doughtie for approval of Memorandum of Understanding to appoint Steven Adams, WASD Elementary Principal, as WASD Acting High School Principal, effective November 18, 2019 – June 15, 2020 for a total of one hundred and thirty (130) days at a rate of \$76.93 per diem, or, upon future hire of a new High School Principal, said payment shall cease.

Roll call vote. All votes were affirmative.

- C. Approval of Appointment of Mentor for High School Assistant Principal for School Year 2019-2020
A motion was made by Matt Feil, seconded by Tracy Doughtie for approval to appoint Robert Kreger, WASD Middle School Principal, as mentor for WASD High School Assistant Principal (specifically for Budget Preparation/Work and Perkins Grant) at a per diem rate of \$15.39 or a total of \$2,000, effective November 18, 2019 – June 15, 2020 for a total of one hundred and thirty (130) days. Upon future hire of a new WASD High School Principal, said payment shall cease.

Roll call vote. All votes were affirmative.

WELLSBORO AREA SCHOOL DISTRICT
Board of Education Meeting
November 12, 2019

D. Approval of Payment to WASD High School Assistant Principal for Added Responsibilities

A motion was made by Matt Feil, seconded by Tracy Doughtie for approval to pay to Jeremy Byrd, WASD High School Assistant Principal, for added responsibilities at a per diem rate of \$15.39 for added responsibilities, or a total of \$2,000, effective November 18, 2019 – June 15, 2020 for a total of one hundred thirty (130) days. Upon future hire of a new WASD High School principal, said payment shall cease.

Roll call vote. All votes were affirmative.

E. Approval of Stipends for Added Responsibilities – A motion was made by Matt Feil, seconded by Tracy Doughtie for approval to pay the following head teachers' for added responsibilities:

1. Todd Outman, WASD High School, the sum of \$500, said sum to be paid at the end of the 2019-2020 school year;
2. Steven Henneman, Don Gill Elementary, the sum of \$500, said sum to be paid at the end of the 2019-2020 school year;
3. Melissa Ryan, Charlotte Lappla Elementary, the sum of \$500, said sum to be paid at the end of the 2019-2020 school year;

Roll call vote. All votes were affirmative.

F. Approval of Appointment of Curriculum Chairpersons for School Year 2019-2020 – A motion was Made by Matt Feil, seconded by Tracy Doughtie for approval to appoint the following Teachers as Curriculum Chairpersons for School Year 2019-2020:

1. Barbara West, as Math Department Chairperson, the sum of \$1,500 pro-rated, effective November 13, 2019.
2. Kevin Cavanaugh, as Social Studies Department Chairperson, the sum of \$1,500 pro-rated, effective November 13, 2019;

Roll call vote. All votes were affirmative.

XII. Public Comment - None

XIII. Adjournment – The motion was made by Matt Feil, seconded by Tracy Doughtie to adjourn the meeting at 7:10pm
All ayes.

Bonnie Thompson, Board Secretary